Important Dates:
June 24: Ice Cream Departmental Social @ Cottonwood Shelter
- River Valley Park 725 E 13th St, Ames, IA from 2-4pm

Fiscal Year End Dates:
June 15: Non Catalog Requisitions need to be submitted.
June 20: Last date for P-Card and T&H Transactions.
June 29: Expense reports fully approved by 5 PM. CyBUY Orders for in-stock items completed.
June 30: PO’s must be issued, received, invoiced, approved, and paid and PCV’s for CyBUY orders approved.

Keep an Eye On It:
Be sure to check out the new changes to our website. We now have phone numbers listed in the directory as well as team breakdowns by Cost Center.

Welcome to the Team:
Karolyn Knoll & Paritosh Dash – PES Dogwood/Juniper,
Kimber Damour – PES Team Pine 1-2-3, Shelly Owens – FS Redwood

Kudos:
Please take a moment to share the good work done by your team or colleagues through Highlighting ISU Staff. Nominators will be entered into a drawing for an ISU Dining gift card!
- https://iastate.qualtrics.com/jfe/form/SV_2013x8U7V5H6ynH

Retirements & Farewells:
Thank you to the following for all their hard work and dedication. We wish them all the very best in their retirements.
- Team Birch: Jennifer Rivera (June 4)
- Team Spruce: Robin Gogerty (June 30) & Susana Bucklin (June 30)
- Team Hickory: Kathy Debruy (June 30)
- Team Redwood: Nancy Johnson (June 3) & Deb Schroeder (June 30)
- Team Juniper: Deb Hearn (June 18), Deb Cochran (June 30) and Annette Nelson (June 30)
- Best wishes to Eric Mulder at his new position outside Iowa State and his last day will be June 9th.

PES Points
Controller’s Department is allowing a spreadsheet of recipient’s full name and email address for electronic gift cards instead of having recipients complete a receipt form when the electronic gift card is less than $100.
- For physical cards, receipt forms are still required
- If cards are ordered through Procurement, receipt forms can be attached to the Journal Entry
This change was based on electronic gift card recipients are typically not on campus and the risk is low on cards under $100.

FS Focus
We are now ready to proceed with creation of any workbooks still needed for PI/faculty that were not included in the first round of workbook creation, including faculty new to Iowa State University. Work will be in close collaboration with CCM’s as we begin this second phase workbook rollout.

GFS Goodies
New Effort Certification Workgroup is being formed to work through processes & challenges identified with the last drop of effort. This group will meet over the summer and bring recommendations on process improvements to Bonnie Tinker in preparation for the October Effort Certification drop.

Motivational Minute:
“Success is a trendy word. Don’t aim for success if you want it; just do what you love and it will come naturally.”
- David Frost.

Campus Communications:
The Black Book Nook is a curated, new physical literature collection that highlights African American scholarship in various capacities. A new web page on the Ames Public Library website that serves as an online directory to browse the collection digitally and where to locate the physical titles with the new special spine labels in the library. Please take a moment to check out the link listed below.
https://www.amespubliclibrary.org/books-movies-more/special-collections